

Post On Bulletin Board

Technician Job Vacancy Announcement

Human Resources Office
South Dakota National Guard
2823 West Main Street
Rapid City, South Dakota 57702-8170

Technician Job Vacancy Announcement Number: **10-14**

Position Title and Number:

Management Analyst D1913000

Series, Grade:

GS-0343-09

Type Appointment:

Excepted: Warrant Officer/Enlisted

Location of Position:

CIF, Rapid City, SD

Salary Range:

\$47,448 to \$61,678 Per Annum

Open: **23 October 2013**

Close: 08 November 2013

Area of Consideration

1. All Tenure 1 (as defined in block 24 on the SF 50) Technicians of the South Dakota Army National Guard. Applicants must presently be a Dual Status employee or a Non Dual Status employee eligible for Dual status.

Instructions to Applicants

1. Individuals who meet minimum qualifications may apply on the Internet at

<https://www.usajobs.gov/GetJob/ViewDetails/353853200>

You will apply to job announcement **SDARNG 10-14 (982236)** and submit all the documents required by USA JOBS.

Note. Applicants are strongly encouraged to submit a separate sheet(s) addressing the Knowledge, Skills and Abilities (KSAs) and how they relate to work experience, education or training. Attached sheets must be uploaded to the application process online. Follow all procedures and instructions listed on USA JOBS.

2. Applications must be received on the Internet at USA JOBS no later than 24:00 HRS Eastern Time on the closing date.

Minimum Requirements for Consideration

General: Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

Specialized experience: 24 months experience in the knowledge, skills and abilities (KSAs) as listed below. Such experience is gained in a line of work similar or closely related to the work of the position to be filled. A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position to be filled:

Knowledge, Skill, and Abilities (KSAs): In your application and/or resume please address the following factors in detail, giving dates of the experience and training. Applicants are strongly encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training.

- Knowledge of requisitioning, receipt and accountability of supplies.
- Ability to function in an administrative environment to include maintenance of ARIMS (Army Records Information Management System) files and written correspondence.
- Skill in use of time management, prioritization, and multitasking.
- Knowledge of PBUSE, IMAP, and Installation Support Module (ISM) computer systems.
- Knowledge of MTOE, TDA, CTA and other authorization documents.
- Knowledge of CSDP (Command Supply Discipline Program) procedures.

Compatibility Requirements

Selected individual must be assigned to a compatible military position in the following MOS/AOC within 90 days of effective date of hire: Warrant Officer-WMOS: 882A, 890A, 913A, 914A, 915E, 920A, 920B, 922A, 923A. Enlisted: ECMF:91 or EMOS: 25B, 36B, 51C, 88M, 88N, 89A, 89B, 92A, 92F, 92G, 92Y. Military grade inversion within the full-time work force is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of personnel supervised.

Summary of Duties

This position is located in the US Property and Fiscal Office (USP&FO). Its purpose is to serve as a management analyst in the USPFO and direct Central Issue Facility (CIF) stock record operations using the Standard Army Management Information System software and locally devised management programs IAW law and regulations. Provides management analysis regarding logistical and/or fiscal accountability for the equipment and resources assigned to the USPFO and CIF and performs a variety of review assignments involved in developing, analyzing, evaluating, and/or in providing management assessments.

Miscellaneous

1. A complete description of duties and responsibilities can be found in the Position Description available at the Human Resources Office at Camp Rapid or at the position assignment location.

2. If you have questions or need additional information about this announcement, contact the Personnel Staffing Specialist, (605) 737-6659/DSN 747-6659, at the Human Resources Office in Rapid City.

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